

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Textbook Processing
Manager

Department: Business Affairs

Grade H
H.P.D 8
D.P.Y. 260

Job Description

Date Reviewed: August 2021

Reports To: Textbook Processing
Manager

Purpose of Job:

The purpose of this job is to assist with the overall management of the Textbook Processing and Distribution function. Duties and responsibilities include assisting the Manager in the supervision, training and evaluation of personnel; cross training staff with Textbook Distribution Operations' staff; ordering, receiving, and distribution of textbooks and teacher ancillary materials, accountability for inventory; maintaining records and an audit trail of transactions; and insuring a safe working environment.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists with the supervision of staff, handling employee concerns and problems, assigning work, counseling and recommending disciplinary and other personnel actions.

In the absence of the Textbook Processing Manager, verifies time and attendance for personnel and authorizes leave requests prior to submitting to the Payroll Office for processing.

Coordinates with the Textbook Distribution Manager on a daily basis to insure an efficient and effective delivery of service and productivity.

Assists in maintaining inventory of textbooks for school system, to include ordering, receiving, barcoding, and processing books, all in accordance with local and state textbook adoptions guidelines.

Supervises staff and assists with filling requisitions for books, to include documenting issuance, packaging, and labeling for delivery.

Enters inventory information via computer; maintains records of transactions on computer system, and insures an audit trail is maintained.

Utilizes the automated inventory system to track orders for delivery completion, inventory reconciliation, and bar-code functions.

Maintains working relationship and continuous dialogue with representative for the various publishing companies and inventory software company.

Manages office supply inventory for Textbook Processing departments. Places orders as necessary to stock office supplies, first aid items, packaging and materials processing supplies/equipment.

Conducts annual campus inventory audits, makes necessary adjustments via automated inventory software, including issuance of textbook reconciliation statements for campus inventory shortages. Coordinates with district Purchasing Director for statement credits.

Coordinates with instructional staff regarding special education textbook budget balances, materials requests and distribution approvals to campuses.

Responsible for maintaining Special Education portion of inventory to include: ordering, receiving and supervising the processing of Special Education materials; working with instructional staff regarding all information involving special education materials such as budget/monies spent, available warehouse inventory and items distributed to schools.

Works with warehouse personnel to insure efficient/accurate delivery of materials and return of paperwork to Textbook Processing.

Maintains Textbook Processing files in accordance with CMCSS Textbook Processing policies and procedures for record retention.

Assists with coordinating annual publisher textbook presentation and assists with coordinating annual adoption cycle items, including receipt of sample materials, scheduling/hosting sample review sessions, attendance of adoption committee hearing, and record keeping of committee selections.

Assists instructional staff with annual adoption paperwork filed to Tennessee Dept. of Education.

Coordinates with vendors for the exchange of materials received as damaged or defective goods.

Conducts annual training sessions for School Textbook Coordinators, including preparation of informational and operational materials, and classroom presentations.

Provides customer service for school personnel regarding textbook support, including technical support for automated inventory software.

Assists with annual ISO document reviews for textbook processing procedures.

Supervises annual piece count for student and teacher materials stored at the district textbook depository.

Uses knowledge of various software programs to manage barcode system and schools orders/inventory system.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma required, with three years of experience in inventory control, or warehouse experience. One year of Textbook Processing Operations is preferable. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Must be proficient with computers and possess a functional knowledge of Microsoft Office programs.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Textbook Processing and distribution, warehouse and inventory control practices as they pertain to the performance of the duties relating to the job of Assistant Textbook Processing Manager. Has general knowledge of Textbook Processing and distribution and supervisory practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and method utilized within the department. Specifically, has knowledge of state and locally adopted textbook titles and publishers for all grade levels, ISBN and TBC numbers, teacher resources and ancillary materials (both national and state versions), and the various workbooks associated with each textbook. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials. Has knowledge of barcode and scanning system used by the School System.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar or divergent from obvious standards: of data, people, or things).

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistant Textbook Processing Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Textbook Processing Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as

in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Assistant Textbook Processing Manager.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear; (Talking-expressing or exchanging ideas by means of spoken words), (Hearing-perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date